

SECRET

Security Information

OFFICE OF TRAINING

I. MISSION

The Director of Training shall develop and direct Agency training programs and review Office training programs; represent the Director of Central Intelligence on subjects related to training; participate in the formulation of the policies and plans of the Career Service Board; determine requirements for Agency training facilities in the United States; in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session), provide for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and establish and maintain standards of achievement for Agency personnel in Agency training programs.

II. FUNCTIONS

The Director of Training shall:

- A. Formulate and carry out training policies, plans, standards, and programs to increase the capabilities of personnel to serve the Agency.
- B. Develop and direct, in coordination with appropriate Offices, training programs in the United States relating to the skills and techniques required in the specialized operational activities specifically charged to the Agency.
- C. Develop and direct within the Agency training programs relating to the principles, methods, and objectives of national intelligence.
- D. Determine the physical facilities in the United States needed to meet the requirements of Agency training programs.
- E. Provide for the training of personnel in language, area, and specialized functional fields.
- F. Conduct indoctrination for new personnel and orientation for Agency, governmental, and other personnel, as required, in the mission, functions, and organization of the Central Intelligence Agency.
- G. Provide management training for executives, administrators, and supervisors to improve their skills in conserving the human and physical resources of the Agency.
- H. Direct a comprehensive program for the selection, ~~and~~ professional training of junior officer personnel in cooperation with the various Offices of the Agency. ** Career preparation of*
- I. Indoctrinate and train clerical personnel in Agency office practices and procedures and other clerical skills.
- J. Establish the standards of performance to be met by Agency personnel in Agency training programs, and, after consultation with the appropriate Office head, terminate the training of personnel for failure to meet prescribed standards of performance.
- K. Review Office training programs, including on-the-job training, and advise and assist the Offices in the development, direction and conduct of such training.

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- L. Maintain, in coordination with appropriate Offices, relationships with officials in governmental and private institutions in the United States and abroad for the purpose of providing training programs.

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- I. Indoctrinate and train clerical personnel in Agency office practices and procedures and other clerical skills.
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MISSION

The Director of Training is charged with carrying out appropriate responsibilities vested in the Director of Central Intelligence by Public Law 110; rendering staff assistance to the Director of Central Intelligence on matters of policy relating to the Agency's training programs; providing training facilities inside the Agency and developing external programs at public and private institutions in the United States and foreign countries as required to meet the total training needs of the Agency; conducting and supervising all training courses and programs for the Agency; participating in the Career Service Program by assisting in the formulation of policies and plans and by recruiting and training personnel of high qualifications.

FUNCTIONS

The Director of Training shall:

- A. Formulate training policies and programs for development of the capacity of staff employees to serve the Agency.
- B. Train career staff employees in foreign language and area fields and in specific functional and technical subjects at facilities in the United States and foreign countries.
- C. Maintain relationships with appropriate officials in government agencies, educational institutions in the United States and foreign countries, and in corporations and associations for the purpose of providing beneficial training programs.
- D. Ensure that only institutions and facilities satisfying suitable standards of quality shall be utilized for Agency training purposes; and determining and enforcing minimum standards to be met by Agency personnel.
- E. Direct a program of junior college training in the principles, methods, and techniques of intelligence and supervise further specialized training in cooperation with the various offices of the Agency.
- F. Provide orientation and basic training for all new staff employees; conduct management training for executives, administrators and supervisors; and direct advanced training to meet the long-range requirements of all the Offices of the Agency.
- G. Develop training programs for the several clandestine activities charged to the Agency to qualify staff employees for planning, organizing, conducting and administering such activities in headquarters and in the field, and train agent personnel for specific assignments.
- H. Determine physical facilities and installations required in order to conduct training with maximum effectiveness and security.

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Mission

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Functions

The Director of Training shall:

- A. formulate training policies and plans to ensure the maximum development of all personnel to increase their capacities to serve the Agency.
- B. Train career personnel in foreign language and area fields and in specific functional and technical subjects at facilities in the United States and foreign countries.
- C. Direct a program of junior officer training in the principles, methods, and techniques of intelligence and supervise further specialized training in cooperation with the various offices of the Agency.
- D. Provide basic training for all new personnel; conduct management training for executives, administrators and supervisors; and direct orientation and advanced training to meet the long-range requirements of all the Offices of the Agency.
- E. Develop training programs in the several covert activities charged to the various staffs and offices of the Agency to qualify personnel for planning, organizing, conducting and administering such activities in headquarters and in the field, and train agent personnel for specific assignments.
- F. Maintain relationships with appropriate officials in the Departments of State and Defense, and other government agencies, and cooperate with such officials in providing mutually beneficial training programs.

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